



EMPLOYMENT OPPORTUNITY: Communications Supervisor



SUMMARY: City of Wylie (pop. 44,000) seeks a Communications Supervisor for our 911 Communications Division. Located outside of Dallas, Texas between the cities of Plano and Rockwall, we strive to be an employer of choice with outstanding benefits and a professional working environment. The City of Wylie was recognized in 2005 and 2014 by the Dallas Business Journal as one of the top “Best Places to Work” in D/FW and received the #19 out of 100 ranking for “Best Places to Work” by the Dallas Morning News in November of 2011.

Department: 911 Communications

Salary: \$21.24 per hour

JOB SUMMARY:

Under the direction of the Communications Manager manages personnel and resources for the successful operation of the Communications department. Must be able to work any shift, holidays and weekends as needed for scheduling purposes and perform other assigned duties as required.

REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:

Must have three (3) years experience as a Public Safety Telecommunicator/Dispatcher and hold an Advanced Telecommunicator Certificate. Must be computer literate. Must be able to effectively communicate both orally and in writing. Ability to effectively interact with all levels of co-workers, management staff, citizens and the public. Ability to work overtime as needed. Ability to maintain an acceptable attendance history. Ability to pass a pre-employment drug screening test, physical and criminal background check.

TO APPLY: Please submit an application, detailed cover letter and resume. Visit our website at www.wylietexas.gov to print an application. Mail or hand-deliver your application: Human Resources, City of Wylie, 300 Country Club Road, Wylie TX 75098. You may email your application to: jobs@wylietexas.gov If you have questions or would like additional information, please call 972-516-6040.

This description is not meant to be all-inclusive of tasks that may be required to be performed on an irregular basis; nor is it intended to be an exhaustive list of all duties and skills that may be required.